



14th Annual
Executive Seminar Series on International Trade

Massachusetts Export Center

part of the
Massachusetts Small Business Development Center Network

presents



FALL
2005

Partners for Trade

Seminar and Registration Guide

Massachusetts Export Center
Massachusetts Small Business Development Center Network

In Collaboration With

Massachusetts Department of Business and Technology • U.S. Small Business Administration
Massachusetts Office of International Trade and Investment • MassDevelopment
University of Massachusetts Amherst • U.S. Department of Commerce



Mitt Romney
Governor

*Join us as
partners for trade.*



Hector V. Barreto Jr.
SBA Administrator

Register for seminars online at www.mass.gov/export



Preregistration is required for all seminars and payment must accompany registration form. Confirmations will not be sent — please mark your calendar!

Seminar materials are for attendees only.

Series Payment: To qualify for series pricing, all sessions must be paid prior to the first class; otherwise, the higher individual prices prevail.

Discount Pricing: Seminars are offered at a nominal fee; therefore we do not offer any discount pricing.

Walk-Ins: There will be a \$10 walk-in fee (in addition to the registration fee) for all attendees who have not registered by noon the day prior to the seminar.

Payment is due with your registration. Registrations through our website also require payment in advance. We accept cash and checks. We do not accept credit cards or purchase orders, nor do we invoice participants.

No Shows: Due to the costs we incur as a result of people who sign up for seminars and do not attend, effective immediately, the MSBDC will bill unpaid registrants for the full cost of the seminar unless cancelled by noon the day prior to the event.



TABLE OF CONTENTS

Training Calendar	1
Program Descriptions	2–5
Directions	6–7
Speaker Bios	8–10
Partners and Cosponsors	11
Registration Form	12



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Fall 2005 Calendar

October

page

18	U.S. Export Regulations Seminar: Complying with the New AES Regulations (Braintree)	4
19	AES <i>PcLink</i> Certification Workshop (Quincy)	2
20	Export Regulatory Compliance Certificate Series: AES and the New Census Bureau Regulations (Springfield)	5
25	Export Issues for Technology Companies (Fall River)	3
26	Export Regulatory Compliance Certificate Series: Introduction to Export Regulations (Springfield)	5

November

2	Export Regulatory Compliance Certificate Series: ECCN Classification, ITAR and Export Licensing Requirements (Springfield)	5
9	Export Regulatory Compliance Certificate Series: Developing an Export Management System (Springfield)	5
15	Export Letters of Credit: Bridging the Gap (Braintree)	3
17	Export Documentation and Valuation (Boston)	3
30	Exporting 101 (Boston)	4

December

8	Complying with the International Traffic in Arms Regulations - ITAR (Boston)	2
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Although accurate at press time, seminars may be added, rescheduled or cancelled.
To confirm dates, please call the Massachusetts Export Center at (617) 973-8664
or visit our website at www.mass.gov/export.

Program Descriptions

AESpCLink Certification Workshop



The AESpCLink Certification Workshop includes an overview of the Automated Export System, hands-on PC training, and filing sample SEDs via AESpCLink. You may bring samples of SEDs filed by your company for practice. Participants will be presented with certificates upon completion. Participants should be familiar with using a PC and an Internet browser prior to attending the workshop.

- Elizabeth Miller, Trade Specialist — U.S. Census Bureau
- Omari Wooden, Client Representative Lead — U.S. Census Bureau

Offered at two convenient times at the New Horizons Computer Learning Center in Quincy on Wednesday, October 19 for \$60 per session:

Morning Session: 8:30 AM – 12:00 PM

Afternoon Session: 1:30 – 5:00 PM

NOTE: Registration for this seminar is being taken by the U.S. Census Bureau directly. For further information, call the Census Bureau at 301-763-INFO or visit their website at www.census.gov/mso/www/ftd/seminars.htm.

Complying with the International Traffic in Arms Regulations - ITAR



Ever-increasing numbers of exporters find themselves subject to the International Traffic in Arms Regulations (ITAR), a complex and dynamic set of export controls administered and enforced by the U.S. State

Department. ITAR continues to affect companies that manufacture and/or export defense-related goods or services. The number and type of companies subject to ITAR's reach is expanding, however, to include many exporters of commercial products that, sometimes unwittingly, specially design, develop, configure, modify or adapt a commercial product for use in a defense-related product. Moreover, even domestic suppliers to U.S. defense contractors may be subject to ITAR, whether or not they engage in export transactions. This seminar will provide extensive guidance on the nuts and bolts of ITAR compliance, including: classification and jurisdiction determination; State Department registration; licensing procedures; corporate compliance programs; and ensuring compliance in international transactions. The seminar will also feature some of the country's leading prime defense contractors who will discuss best practices and compliance expectations for suppliers. Finally, the seminar will feature a keynote address from the one of the State Department's top officials in the area of defense trade controls policy.

- Tammy Cochran, Compliance Manager — Kollsman, Inc.
 - Marynell DeV Vaughn, Senior Counsel — Raytheon Company (Arlington, VA)
 - Paul DiVecchio, Principal — DiVecchio & Associates
 - Ramona Hazera, VP of Government Relations & Licensing — Boeing Company (Arlington, VA)
 - Cindy Hollohan, Export Compliance & Control Manager — Hittite Microwave Corporation
 - David McCaffrey, Corporate Security & Compliance Manager — Mercury Computer Systems
 - Nicholas Ortyl, Chairman — Blue Road Research, Inc.
 - Mike Richey, Director of Export Policy and Licensing — Lockheed Martin Space Systems Company (McLean, VA)
 - Kerry Scarlott, Partner — Posternak Blankstein & Lund LLP
- ~ and special luncheon keynote speaker ~*
- Ann Ganzer, Director, Office of Defense Trade Controls Policy — U.S. Department of State (invited)

Thursday, December 8 • Registration 8:30 AM; Program 9:00 AM – 4:00 PM • The State Room (formerly the Bay Tower), 60 State Street, Boston • \$135 includes seminar materials, breakfast and lunch (does not include parking)

Export Documentation and Valuation



Have you ever been unsure about what value to declare on your commercial invoice and/or export declaration? Are you sometimes uncertain when completing export documentation? Are you unclear on how to value and document export shipments for repairs, returns or warranties? Even for experienced exporters, documentary requirements for international trade can be a confusing and ever-changing tangle of papers, forms and regulations. Moreover, in today's heightened regulatory trade environment, errors on export valuation and documentation can lead to penalties, customs problems and shipping delays. Join us for this hands-on, practical program which will walk participants through the process of completing major export documents, such as the SED/AES, Certificates of Origin, Commercial Invoices and others. The seminar will also focus on correctly documenting the value of export shipments, including special cases such as warranty or repair shipments. Finally, the seminar will provide guidance on proper usage of Incoterms. Participants are encouraged to bring real-world examples and plenty of questions!

- Tom Heinz, Director International Banking — Oceanair Inc.
- Harvey Waite, Vice President & Compliance Manager — Oceanair Inc.
- Joseph Wyson, Executive Vice President — Oceanair Inc.

Thursday, November 17 • Registration 8:30 AM; Program 9:00 AM – 3:00 PM • State Transportation Building, Conference Room 2, Boston • \$75 includes seminar materials, breakfast and lunch (does not include parking)

Export Issues for Technology Companies



Massachusetts technology firms have driven much of the state's export growth in recent years. Many technology exporters, however, are facing challenges when pursuing foreign markets. Global concerns for both security and the environment have led to new, sometimes onerous, regulations with which technology companies must comply. This seminar will include a detailed look at some of these issues and examine the effects of the global regulatory environment on sales strategies in export markets. Topics to be addressed include: European Union e-waste directives (WEEE and RoHS); channel development strategies and establishment of overseas partnerships; technology export controls; and intellectual property protection for technology products and services.

- Stephen Greene, Senior Project Manager — Mabbett & Associates Inc.
- Kerry Scarlott, Partner — Posternak Blankstein & Lund LLP
- Keith Favre, VP Marketing and Business Development — Speedline Technologies

Tuesday, October 25 • Registration 8:00 AM; Program 8:30 AM – 12:00 PM • Advanced Technology & Manufacturing Center, Fall River • \$30 includes seminar materials and continental breakfast

Export Letters of Credit: Bridging the Gap



Banknorth

This seminar will focus on taking an exporter through the entire export letter of credit process from the initial proforma invoice or quote to the actual shipment and payment. The workshop will discuss various options for terms of payment, shipment and insurance to enable an exporter to control risks while offering competitive terms to buyers. During this seminar, we will address the roles of the exporter, the freight forwarder and the bank, and look in detail at Incoterms while reviewing such concepts as document preparation outsourcing and the role of automation. The overall theme of the seminar is bridging the gap from the initial proposed sale to the date of payment.

- Michael Doherty, Assistant Vice President, International Department — TD Banknorth
- Ben Schwartz, Senior VP and Director of International Banking — TD Banknorth
- Additional speakers to be confirmed

Tuesday, November 15 • Registration 8:30 AM; Program 9:00 AM – 12:30 PM • TD Banknorth, Braintree • \$40 includes seminar materials and breakfast

Exporting 101



Join us for a small, informal and interactive discussion on exporting specifically designed for beginners. This seminar will cover the basic export process and will discuss the different players involved in the export transaction. Issues to be covered include determining export readiness, assessing and researching potential export markets, identifying and selecting potential export partners, mechanics of the export transaction, export regulations and working with export service providers. The seminar will also discuss international business resources available through the government and the Kirstein Business Branch of the Boston Public Library. Bring all of your export questions!

- Paula Murphy, Director — Massachusetts Export Center
- Laura Pattison, Economic Development Librarian — Kirstein Business Branch, Boston Public Library

Wednesday, November 30 • Registration 5:30 PM; Program 6:00 – 8:00 PM • Boston Public Library, McKim Building, Boston • No charge, but preregistration is required. Space is limited.

U.S. Export Regulations Seminar: Complying with the New AES Regulations



If you are still filling out the paper Shipper's Export Declaration (SED), you only have until the first quarter of 2006 before you are mandated to use AES to file your export information. If shippers do not use the AES, they will be fined and their shipments seized by the U.S. Bureau of Customs and Border Protection officials. Are you prepared? This U.S. Export Regulations seminar will help you prepare for the impending AES requirements. Experts from the U.S. Census Bureau and the U.S. Bureau of Customs and Border Protection will present to you the new regulations and how to submit your SED through AES. The seminar will thoroughly cover: the filing of required export information; the Automated Export System (AES); Schedule B classifications; port requirements; and efforts against terrorism and international narcotics trafficking.

- Elizabeth Miller, Trade Specialist — U.S. Census Bureau
- Kathryn Nelson, Trade Specialist — U.S. Census Bureau
- Kiesha Pickeral, Trade Specialist — U.S. Census Bureau

Tuesday, October 18 • Registration 7:30 AM; Program 8:15 AM – 4:30 PM • Sheraton Braintree Hotel, Braintree • \$175 includes seminar materials, breakfast and lunch

NOTE: Registration for this seminar is being taken by the U.S. Census Bureau directly. For further information, call the Census Bureau at 301-763-INFO or visit their website at www.census.gov/mso/www/ftd/seminars.htm.

MassDevelopment – Export Financing Programs

MassDevelopment provides export financing programs that assist Massachusetts exporters expand their international business. Programs include:

100% Export Loans: 100% financing for new equipment, leasehold improvements and term working capital.

Export Loan Guarantees: Guarantees of up to 90% on working capital lines of credit and other eligible loans allow the exporter's bank or financial institution to extend more credit.

Export Credit Insurance: Access to export credit insurance from Ex-Im Bank can eliminate most risk of nonpayment by international buyers and can provide these international customers with competitive credit terms.

For more information, call MassDevelopment at 1-800-445-8030 or visit www.massdevelopment.com.

Export Regulatory

Compliance Certificate Series

In today's stringent national security landscape, U.S. export controls have been imposed and enforced more strongly than ever. All U.S. exporters must be familiar and compliant with federal export control laws. Additionally, through the pending AES regulations, exporters will be subject to a tenfold increase in fines for noncompliance and the U.S. Census Bureau will be working more closely and sharing potential violation information with other government export enforcement agencies.

Our intensive, four-part Regulatory Compliance Certificate Series is designed to provide participants with a thorough, working understanding of export regulations and the tools they need to comply with these regulations. Participants who complete the entire four-part series will receive a certificate of completion from the Massachusetts Export Center.

The series will be held at Sovereign Bank in Springfield. Cost is \$225 for the entire four-part series or priced individually at \$60 (November 2 class is \$95). In order to qualify for series pricing, all sessions must be paid prior to the first class; otherwise, the higher individual prices prevail. Fees include continental breakfast (and lunch on November 2) and seminar materials.

Automated Export System (AES) and the New Census Bureau Regulations

The U.S. Census Bureau will soon implement new reporting regulations for U.S. exporters. These new rules will have significant impact on all exporters, freight forwarders, and government agencies involved in enforcing export regulations. For all intent and purpose, the Shipper's Export Declaration (as we know it) will cease to exist and exporters will now be required to submit their export information via the (AES). This seminar will cover an overview of the regulations, including new filing procedures, changes in filing options, record keeping requirements, areas of concern for exporters and guidance for compliance. The seminar will also address the underlying ramifications of the new regulations, such as broadened enforcement.

- Paul DiVecchio, Managing Partner
DiVecchio and Associates
- William Higgins, Special Agent — U.S. Department of Commerce, Bureau of Industry and Security
- Representative — U.S. Census Bureau

Thursday, October 20

Registration 8:30 AM; Program 9:00 AM - 1:00 PM

Introduction to Export Regulations

This program will provide an overview of export regulations including the scope/structure of regulations, government authorities involved with U.S. export regulations, penalties for noncompliance, denied parties/lists, antiboycott compliance, embargoes, avoiding and recognizing potential violations.

- Paul DiVecchio, Managing Partner
DiVecchio and Associates

Wednesday, October 26

Registration 8:30 AM; Program 9:00 AM - 1:00 PM

ECCN Classification, ITAR and Export Licensing Requirements

This program will provide an overview of the Commerce Control List (CCL) and step-by-step guidance for determining an Export Commodity Control Number (ECCN), procedures for submitting ECCN classification requests to the Commerce Department, and determining the jurisdiction between the Commerce Control List (Commerce Department) and the U.S. Munitions List (State Department — ITAR) for military, defense, and dual-use products. In addition, the program will review the Commerce Country Chart, license exceptions, and procedures for export license application (through SNAP and ELLE).

- June Deptulski, Export Licensing and Compliance Manager — Pratt & Whitney
- Paul DiVecchio, Managing Partner
DiVecchio and Associates

Wednesday, November 2

Registration 8:30 AM; Program 9:00 AM - 4:00 PM

Developing an Export Management System

This program will provide guidance for developing and implementing an Export Management System (EMS), a company-wide procedure and policy for ensuring compliance with export regulations. This seminar will discuss the structure of an EMS and provide guidelines for developing the EMS with the involvement of all necessary parties within the company.

- Natascha Finnerty, Founder and Principal
DL Exports International
- Dawn Thomas, Chief Financial Officer and Export Compliance Officer — Instrument Technology Inc.
- Elizabeth Stokes, Insurance and Intellectual Property Specialist — Crane & Company

Wednesday, November 9

Registration 8:30 AM; Program 9:00 AM - 1:00 PM



Directions

Advanced Technology & Manufacturing Center (ATMC)

UMass Dartmouth, 151 Martine Street, Fall River, MA • (508) 910-9800

From the North and South: Take Route 24 to Route I-195 West. Take Exit 8A towards Tiverton R.I., a continuation of Route 24 South. Take Brayton Avenue/Eastern Avenue (Exit 2). Keep right at the fork in the ramp. Merge onto Brayton Avenue/Eastern Avenue. Turn right onto US-6/Martine Street. The ATMC is one-quarter mile on right.

From Cape Cod and Points East: Take Route 195 West through New Bedford. Take Route 88 South to Route 6 West. Follow Route 6 West into Fall River. As entering Fall River, the ATMC is located on the left.

Boston Public Library @ Copley Square

McKim Building, Lower Level, 700 Boylston Street, Boston • (617) 536-5400

Corner of Boylston and Dartmouth Streets – entrance to McKim Building on Dartmouth Street

Via Publication Transportation (recommended): Take the Green Line to Copley Station; or take the Orange Line to Back Bay/South End Station. Walk down Dartmouth Street to Copley Square.

From the North or South: Take Interstate 93 to the Storrow Drive exit. Take the Copley Square exit off of Storrow Drive. The exit deadends at a signal light. The cross street is Beacon. Take a right on Beacon Street. While on Beacon Street, you will cross Berkeley, Clarendon, and Dartmouth Streets. The next street is Exeter. Take a left onto Exeter (it is a one-way street). While on Exeter, you will cross Marlborough Street, Commonwealth Avenue, and Newbury Street. The next cross street is Boylston. The Library is on the corner of Exeter and Boylston Streets.

From the West: Take the Mass Pike (Interstate 90) all the way into the city. Take the Copley Square exit (the sign will read: Prudential Center, Copley Square). The exit road will split, follow the Copley Square (right) lane. You will exit the tunnel onto Stuart Street. You will be on the right hand side of the street. Move to the lane furthest left. Take the left at the next light onto Dartmouth Street (approximately 500 feet from the tunnel exit). The Library is on the left of Dartmouth Street, after the next light.

New Horizons Computer Learning Center

300 Crown Colony Drive, Quincy • (617) 847-6027

From Boston and Northern Suburbs: Take Interstate 93 South, bearing left onto Route 3 South at the Braintree split (follow signs to Cape Cod). Get into the right lane and take Exit 18 (Washington Street exit, immediately after the split). Follow “Quincy Center” signs to Thomas Burgin Parkway. At the first set of lights, take a left onto Centre Street. Bear left at the next set of lights onto Crown Colony Drive. Take the second right into the 300 Crown Colony Drive parking lot.

From Cape Cod and coastal South Shore: Take Route 3 North to Exit 19 (Quincy Center). Follow “Quincy Center” signs to Thomas Burgin Parkway. At the first set of lights, take a left onto Centre Street. Bear left at the next set of lights onto Crown Colony Drive. Take the second right into the 300 Crown Colony Drive parking lot.

From West and Northwestern Suburbs: Follow I-95 South to I-93 North. Get into the right lane and bear right onto Route 3 South at the Braintree split (follow signs to Cape Cod). Take Exit 18 (Washington Street). Follow “Quincy Center” signs to Thomas Burgin Parkway. At the first set of lights, take a left onto Centre Street. Bear left at the next set of lights onto Crown Colony Drive. Take the second right into the 300 Crown Colony Drive parking lot.

From Providence and Southwestern Suburbs: Follow I-95 North or Route 24 North to I-93 North. Get into the right lane and bear right onto Route 3 South at the Braintree split (follow signs to Cape Cod). Take Exit 18 (Washington Street). Follow “Quincy Center” signs to Thomas Burgin Parkway. At the first set of lights, take a left onto Centre Street. Bear left at the next set of lights onto Crown Colony Drive. Take the second right into the 300 Crown Colony Drive parking lot.

Sheraton Braintree Hotel

37 Forbes Road, Braintree • (781) 848-0600

(across the street from the South Shore Plaza)

From Boston and Northern Suburbs: Take Interstate 93 South to the Braintree exit (Exit 6). See * below.

From Cape Cod and coastal South Shore: Take Route 3 North to Interstate 93 South (bear left at the Braintree split, following signs to Dedham). Get into the right lane and take the Braintree exit (Exit 6). See * below.

From West and Northwestern Suburbs: Follow I-95 South to I-93 North and take Exit 6, Braintree. Bear right off of the exit and take a right at the first set of lights. The hotel will be on the left.

From Providence and Southwestern Suburbs: Follow I-95 North or Route 24 North to I-93 North and take Exit 6, Braintree. Bear right off of the exit and take a right at the first set of lights. The hotel will be on the left.

* Bear right off of the exit and turn right at the second set of lights. The hotel will be on the left.

Sovereign Bank Conference Center

1350 Main Street, 3rd Floor, Springfield • (413) 858-8928

While correct at press time, due to construction in the downtown Springfield area, directions are subject to change.

From MassPike East: Take Exit 6 and continue on I-291 West. Take the Dwight Street exit. At end of the ramp, turn left and continue down Dwight Street to either parking lot at corner of Harrison and Dwight streets or the parking garage at the same corner. See * on next page.

From MassPike West: Take Exit 4 (West Springfield). Take I-91 South to Exit 7 (West Columbus Avenue/Downtown Springfield). At the end of the ramp, get into left lane and turn left under highway. Either take next left and park in Tower Square Parking Garage or continue straight through next sets of lights and park in the open parking lot behind the Banknorth building. See * on next page.

From I-91 North: Take Exit 7 (West Columbus Avenue/downtown Springfield). At the end of the exit ramp, get into left lane and turn left under highway. Either take next left and park in Tower Square Parking Garage or continue straight through next sets of lights and park in the open parking lot behind the Banknorth building (corner of Main and Harrison streets). See * below.

From I-91 South: Take Exit 4 (Broad Street) and continue north on East Columbus Avenue. After passing the City Hall/Auditorium complex, either go straight to park in the Tower Square Parking Garage or take a right at Sheraton Hotel and continue through next light and park in the open parking lot behind the Banknorth building (corner of Main and Harrison streets). See * below.

*Go to Main Street. The bank is diagonally across from the Springfield Civic Center on Main Street.

State Room (formerly the Bay Tower)

60 State Street, 33rd Floor, Boston • (617) 723-1668

Although directions are accurate at press time, significant changes in the Central Artery Project are expected. Please call SmartTraveler at (617) 374-1234 or visit www.bigdig.com for up-to-date traffic information.

From I-93 South: Take Exit 24 A toward Government Center and take first left onto Surface Road. Turn right onto State Street then right immediately before the Rand McNally book store onto Merchant Row for the 60 State Street parking garage. Parking also available in the 75 State Street garage (enter on Broad Street).

From I-93 North: Take Exit 23 toward Government Center. Turn left onto North Street and the first left onto Surface Road. Travel less than one-half mile and turn right onto State Street then right immediately before the Rand McNally book store onto Merchant Row for the 60 State Street parking garage. Parking also available in the 75 State Street garage (enter on Broad Street).

From Points West: Take the Mass Turnpike I-90 East toward Boston. Take Exit 24A toward South Station staying left at the fork in the ramp. Follow Atlantic Avenue for 8/10 mile. Turn left onto State Street then right immediately before the Rand McNally book store onto Merchant Row for the 60 State Street parking garage. Parking also available in the 75 State Street garage (enter on Broad Street).

Via Public Transportation: Government Center Stop on the Green and Blue Lines; State Street Stop on the Orange Line.

State Transportation Building

10 Park Plaza, 2nd Floor Conference Center, Boston • (617) 973-8664

Although directions are accurate at press time, significant changes in the Central Artery Project are expected. Please call SmartTraveler at (617) 374-1234 or visit www.bigdig.com for up-to-date traffic information. Photo ID required for building entry.

The State Transportation Building is located in downtown Boston between the theater district and the Park Plaza Hotel. The building can be reached by automobile, rapid transit, and commuter rail. Several MBTA stations are within a five-to-ten minute walk from the building, which is fully accessible to people with disabilities. Parking is available in the State Transportation Building garage and in other garages nearby.

From Route I-93 South: Take the Leverett Connector off Route 93 (Storrow Drive exit, immediately before the Lower Deck). Follow all the way into Leverett Circle, and get onto Storrow Drive West. Pass the government center exit on the left, and take the 2nd exit (Copley Square), which will also be on the left side. Get in the left lane, and at the lights, take a left onto Beacon Street. Take an immediate right onto Arlington Street. Follow Arlington past the Public Garden and crossing Boylston and St. James Streets. After passing the Boston Park Plaza Hotel on the left, take a left onto Stuart Street. The Motor Mart garage will be on the left and the Radisson garage will be on the right. The State Transportation Building is located at the intersection of Stuart and Charles Streets.

From Route I-93 North: Take Exit 20 toward South Station. Stay in the left lane while exiting and bear left almost immediately after the exit (following sign to Frontage Road/South Station). Continue straight on Frontage Road – the road will follow underneath the expressway and you will go through some traffic lights. The road will then turn into a ramp. At the bottom of the ramp, take a left onto Kneeland Street, following signs to Chinatown. Go straight on Kneeland Street (which becomes Stuart Street after a few blocks) until all traffic must turn right (approximately one-third of a mile.) The State Transportation Building will be on your right at this point. After a right turn, the entrance to the garage is about halfway down on the right. Other garages nearby include the Motor Mart Garage, the Radisson Hotel garage and the Boston Common Garage.

From the MassPike East: Take the Copley Square exit (which will bring you to a set of lights at the intersection of Dartmouth and Stuart streets). Go straight on Stuart Street for several blocks. After crossing the intersection of Arlington Street, continue straight for another block. The Motor Mart garage will be on the left and the Radisson garage will be on the right. The State Transportation Building is located at the intersection of Stuart and Charles Streets.

Via Public Transportation: **Green Line:** Exit at Boylston Station. When you exit the station, you will be near the corner of Boylston Street and Tremont Street. Go right on Boylston Street and walk a half block to Boylston Place Pedestrian Alley on your left (Remington's pub is on the corner). The State Transportation Building is at the end of the alley. **Blue Line:** Exit at Government Center Station. From there take the Green Line inbound to Boylston Station. When you exit the station, you will be near the corner of Boylston Street and Tremont Street. Go right on Boylston Street and walk a half block to Boylston Place Pedestrian Alley on your left (Remington's pub is on the corner). The State Transportation Building is at the end of the alley. **Red Line:** Exit at Park Street Station. Change to the Green Line to and take to Boylston Station. When you exit the station, you will be near the corner of Boylston Street and Tremont Street. Go right on Boylston Street and walk a half block to Boylston Place Pedestrian Alley on your left (Remington's pub is on the corner). The State Transportation Building is at the end of the alley.

TD Banknorth

50 Braintree Hill Office Park, Braintree • (781) 794-0103

From Boston and Northern Suburbs: Take Interstate 93 South to the Braintree exit (Exit 6). Turn left at the end of the ramp onto Route 37 North (Granite Street). Take a right into Braintree Hill Park.

From West and Northwestern Suburbs: Follow I-95 South to I-93 North and take Exit 6, Braintree. Turn left at the end of the ramp onto Route 37 North (Granite Street). Take a right into Braintree Hill Park.

From Cape Cod and coastal South Shore: Take Route 3 North to Interstate 93 South (bear left at the Braintree split, following signs to Dedham). Get into the right lane and take the Braintree exit (Exit 6). Turn left at the end of the ramp onto Route 37 North (Granite Street). Take a right into Braintree Hill Park.

From Providence and Southwestern Suburbs: Follow I-95 North or Route 24 North to I-93 North and take Exit 6, Braintree. Turn left at the end of the ramp onto Route 37 North (Granite Street). Take a right into Braintree Hill Park.

Speaker Biographies

Tammy Cochran is compliance manager with Kollsman, Inc. (www.kollsman.com). She has been in the International Business arena with her strength in Export Compliance for fourteen years. Ms. Cochran has worked as an international accountant and as an export compliance officer with oversight of the International Traffic functions. She has developed, implemented and enforced an Import/Export Compliance Program which maintains the integrity and reputation of companies; concurrently implemented company policies and procedures. She has also streamlined (automated) the export process at former companies. Ms. Cochran develops and provides import and export compliance training on a mandatory annual basis but also provides functional training throughout the year. She is also the advisor to executive management, senior management and functional groups.

June Deptulski has worked in the defense trade industry for over 22 years. Since 1999, she has been employed at Pratt & Whitney in the Legal Department, focusing solely on export compliance. She oversees a group that provides export compliance guidance, drafts State and Commerce Department licenses, and trains over 200 Business Area Export representatives. She also teaches online accredited export compliance courses for the Import/Export Institute (IIEI). Ms. Deptulski has an AS from Mitchell College, BS from the University of New Haven, and a JD from UConn. She also earned an LLM in Taxation from Boston University in May 2004. She is licensed to practice law in Connecticut.

Marynell DeVaughn is senior counsel in the Washington DC offices of Raytheon Company (www.raytheon.com). She joined Raytheon in March 2001. She is responsible for providing legal support to Raytheon businesses in the United States and abroad on international trade regulation, including export, import and antiboycott compliance. Ms. DeVaughn also supports Raytheon International Inc. on management of compliance issues in the areas of defense trade offsets as well as use of international sales representatives and consultants. Prior to joining Raytheon, Ms. DeVaughn was an attorney with the Office of Chief Counsel for Export Administration, U.S. Department of Commerce. She entered the Commerce Department in 1988. In the Chief Counsel's office, Ms. DeVaughn held the position of senior counsel of the regulation and licensing division, culminating in her appointment as acting chief of that division prior to her joining Raytheon. Previously, she worked as an associate at Harris & Berg, a Washington law firm specializing in an international trade law practice. Ms. DeVaughn is a member of the Subcommittee on Export Administration of the President's Export Council, a senior level advisory body providing advice to the U.S. Government on issues involving export control policy as well as other security-related trade and competitiveness issues. Ms. DeVaughn earned a BA from the College of St. Catherine and a J.D. from the Creighton University School of Law. She also completed post graduate work in international trade and policy at the School of Advanced International Studies, Johns Hopkins University. Ms. DeVaughn is a member of the District of Columbia Bar.

Paul DiVecchio, founder and managing partner of DiVecchio & Associates, has over 34 years experience related to the area of export regulatory compliance. Prior to starting his own business in 1984, he worked for over 14 years in the high tech industry, including employment at Digital Equipment Corporation and Data General. Paul currently provides consulting services for over 200 clients worldwide including export compliance assessments/compliance program development/education programs. Mr. DiVecchio has developed and conducted training programs for U.S. Customs and the Office of Export Enforcement (BIS), and acts as an advisor on regulatory interpretation issues for the Department of Commerce.

Michael Doherty is assistant vice president of TD Banknorth's International Department (www.tdbanknorth.com), where he is responsible for managing the Export Letter of Credit Department. He previously worked for Citizens Bank's Export Letter of Credit Department, where he handled all tasks from advising and negotiating documents to effecting payments under various terms of Letters of Credit. Prior to that, Mr. Doherty worked for 12 years as a freight forwarder at W.N. Proctor/Tower Group International/FedEx Trade Networks, preparing documents under L/Cs and enabling his customers to receive payments for both L/Cs and Direct Collections. Mr. Doherty began his banking career working for Shawmut Bank and State Street Bank performing Banker's Acceptances, Sales of B/As, Foreign Currency, Import L/Cs and Export Letters of Credit. He attended Mass Bay Community College, Bunker Hill Community College and Salem State College earning an A.S. in business.

Keith Favre is vice president of Marketing and Business Development at Speedline Technologies Inc. (www.speedlinetech.com) in Franklin. He joined Speedline in February 1996 as an engineer with the Electrovert division. During his tenure with Speedline, Mr. Favre has held various positions in the areas of product management, regional sales and corporate account management. In his most recent position of vice president of Speedline Europe, Mr. Favre resided in Germany for three and a half years and was responsible for all aspects of the European regional business, including sales, marketing, service and support for continental Europe, Africa, Russia and the Middle East. Mr. Favre has a BS degree in Mechanical Engineering from Southern Methodist University in Dallas. Upon graduation, he was employed by Fujitsu in Richardson, Texas as a process engineer before joining Speedline.

Natascha Finnerty, founder and principal of DL Exports International (www.dlexports.com), has 20 years experience in on-site compliance assessments conducted in 13 countries over four continents. She is also a sales associate for an export automation software company, OCR Services, Inc., which automates export compliance and international documentation processes. Prior to establishing her consulting practice, Ms. Finnerty was employed by the U.S. Department of Commerce, Washington, DC and was directly involved in the Internal Control Program Guidelines and as an auditor of the Special Licensing Division. Ms. Finnerty was also an instructor for their national training seminars. In the private sector, she has been requested to be a public speaker at numerous seminars on export compliance for international trade associations and most recently, the Massachusetts Bar Association. Ms. Finnerty holds a BS degree from the University of Massachusetts, attended courses in the master's program in international business at George Washington University prior to relocating to New England.

Ann Ganzer is currently the director of the Office of Defense Trade Controls Policy (DTCP) at the Department of State (www.pmdtc.org). She and her staff work to resolve export-related policy issues that affect U.S. national security and foreign policy interests, particularly those related to foreign development of space systems, missile and space launch vehicle programs, chemical and biological weapons programs and other weapons of mass destruction issues. DTCP is also responsible for the review of the United States Munitions list, and DDTC's outreach efforts. Ms. Ganzer joined the State Department as a career Foreign Service Officer, serving tours in Mexico and Washington, including a variety of assignments in Political-Military Affairs, nonproliferation, and Inter-American Affairs. She participated in the U.S. delegation to the UN Fourth World Conference on Women in Beijing. From 1995 until 2003, when she took up duties as the director of DTCP, she focused on satellite and space issues, first from a nonproliferation policy perspective, and more recently dealing with Munitions List export policy matters. She has participated

in the negotiation of satellite technology safeguards agreements with Kazakhstan, Russia and Ukraine, and remote sensing agreements with Japan and Canada.

Stephen Greene is the senior project manager with Mabbett & Associates, Inc. (www.mabbett.com) where he provides technical consulting services in the area of Product Stewardship, WEEE and RoHS, and Sustainable Business Practices. He has over 24 years of corporate environmental experience in commercial and consumer related electronics manufacturing and previous environmental consulting experience; corporate Product Stewardship Management and RoHS/WEEE program implementation. Mr. Greene was the corporate product stewardship and international environmental manager for Polaroid Corporation providing worldwide oversight. He has experience with Product Stewardship legislation throughout the world, including the EU's WEEE and RoHS Directives. He has written Sustainability Reports using CERES and GRI reporting formats and has more than 20 years of practical experience in the area of international environmental requirements for businesses and their products.

Tom Heinz is director of the international banking section of Oceanair's Export Department (www.oceanair.net). He has two decades of experience in all aspects of international freight forwarding and has been with Oceanair for thirteen years. Mr. Heinz holds a BA in Political Science from the University of Massachusetts Boston.

William Higgins is a special agent with the U.S. Department of Commerce, Office of Export Enforcement (www.bis.doc.gov/enforcement), a law enforcement arm of the Bureau of Industry and Security which regulates the exports of dual use commodities. Previously, Mr. Higgins was a law enforcement officer with the National Park Service for ten years. A native of Central Massachusetts, he received his undergraduate degree from North Adams State College and law enforcement training at the Federal Law Enforcement Training Center in Glynco, Georgia.

Cindy Hollohan is export compliance and control manager for Hittite Microwave Corporation (www.hittite.com). An international business and logistics professional, Ms. Hollohan has worked for local manufacturing industries in various international related functions from international sales, international traffic logistics, export licensing and compliance covering both Commerce and State Department issues. Within her 25 years experience, she has established, managed, and trained all levels of personnel in international policies and procedures for these companies and has gained a wealth of knowledge and hands-on experience.

David McCaffrey has over 20 years of experience in industrial security, compliance and information systems management. He is the chief security officer at Mercury Computer Systems (www.mc.com), based in Chelmsford. He is responsible for Corporate Security and Compliance matters to include direct overall management of physical, personnel, communications and information systems security operations worldwide. Prior to joining Mercury, he served Active Duty in the U.S. Navy for more than 15 years specializing in the field of cryptology and intelligence. After Naval service, Mr. McCaffrey directed and managed industrial security and federal compliance for several defense companies.

Paula Murphy is director of the Massachusetts Export Center (www.mass.gov/export) and the Massachusetts Small Business Development Center Network's International Trade Program. She has over fifteen years of international business experience. In her role as director, she works with Massachusetts companies to assist them in their export development and provides support for various trade-related programs, including export training programs and overseas marketing activities. In addition to her role at the Export Center, Ms. Murphy has also taught graduate level international marketing at Boston University. Previously, she worked as an international marketing consultant at Hagan &

Company, where she helped clients to access overseas markets and acted as New England representative on behalf of numerous overseas trade development agencies, including the Irish Trade Board and the Australian Trade Commission among others. Ms. Murphy has written a number of export publications and has received the national leadership award in international trade by the National Council on Community Service. She has served on the boards of several international trade organizations and is currently a director of the British American Business Council of New England and the Greater China Business Council of New England.

Nicholas Ortyl is chairman of Blue Road Research, Inc. (BRR) (www.bluer.com). BRR designs and manufactures fiber optic sensors for embedded structural health monitoring of aerospace platforms, military vehicles, and civil structures. Representative customers include the US Air Force, Navy, and Army as well as NASA, Boeing, ATK Thiokol, Lockheed Martin and Pratt & Whitney. Mr. Ortyl manages BRR's business development, military programs, and commercialization activities. Prior to his work at BRR, Mr. Ortyl held positions with Colt Industries, Revere Corporation, Dresser Industries, and Standard MEMS, within their respective engineering and executive management ranks. He has over twenty years of design and manufacturing experience in sensing technologies, ranging from deployment of sensors in passenger automobiles to large scale weighing systems. Mr. Ortyl holds a BSME from Worcester Polytechnic Institute and a MBA from The University of Connecticut.

Laura Pattison has worked for the Boston Public Library since 1992. She has worked in several library reference departments, including the Social Sciences Department, where business resources are housed at Copley Square. In 2002, Ms. Pattison started her current position as Economic Development Librarian at the Kirstein Business Branch (KBB), a specialized branch of the Boston Public Library, located near Boston's financial district (www.bpl.org/research/kbb/kbbhome.htm). Prior to working as a librarian, Ms. Pattison owned a restaurant in Allston, one of Boston's busiest neighborhoods. Ms. Pattison's goal in her position at KBB is to help individuals and organizations find the information and resources they need to move forward in their lives, places of work and business ventures.

Mike Richey is director of Export Policy and Licensing for Lockheed Martin Space Systems Company (www.lockheedmartin.com). He has been with Lockheed Martin since 2000. He had similar responsibilities with Litton beginning in 1993. Before joining Litton, he was with the Defense Technology Security Administration from 1986 finishing as the Director, License Directorate. Richey is a member of the Defense Trade Advisory Group. He is a retired U.S. Air Force officer, a graduate of the U.S. Air Force Academy and holds a Masters Degree in Government from the University of Notre Dame.

Kerry Scarlott is partner with the Boston law firm of Posternak Blankstein & Lund LLP (www.pbl.com), a full-service business law firm. Mr. Scarlott is a member of the firm's corporate and international business departments. He specializes in assisting small, medium and large businesses in entering or expanding their presence in international markets. He advises clients regarding U.S. export controls compliance, foreign sales and distribution, overseas manufacturing and sourcing, establishing strategic alliances and joint ventures, and acquiring and selling businesses. Mr. Scarlott has a particular expertise in counseling technology-based companies in navigating the International Traffic in Arms Regulations (ITAR) and the Export Administration Regulations (EAR). He lectures and writes frequently on international trade matters, and is a member of the Board of Advisors to the International Business Department of the Massachusetts Maritime Academy. Mr. Scarlott received his law degree from the University of Pittsburgh School of Law, where he served as Executive Editor of the Law Review, and his Masters in International Affairs from the University of Pittsburgh Graduate School of Public and International Affairs.

Ben Schwartz is senior vice president and director of International Banking at TD Banknorth (www.tdbanknorth.com) where he is responsible for all aspects of international including both foreign exchange and trade services. Mr. Schwartz is based in Burlington, from where he and his team cover the entire Banknorth territory. He has been involved in the international community of New England for many years and he often speaks to business audiences on international banking issues. Prior to joining TD Banknorth, Mr. Schwartz was the director of International Banking at Citizens Bank and senior vice president of international at BayBank and then Bank Boston. He received an MBA from Suffolk University and a BA in Political Science from the University of Massachusetts Amherst.

Elizabeth Stokes is a certified insurance counselor, certified risk manager. She has worked for Crane & Company (www.crane.com) since 1995 in the capacity of risk manager, including intellectual property management. In addition, Ms. Stokes is a certified paralegal specializing in corporate law and intellectual property. She also acts as corporate legal liaison with various law firms and has been acting as export compliance manager for the last year.

Dawn Thomas is chief financial officer and export compliance officer at Instrument Technology Inc.

(www.scopes.com) in Westfield. Instrument Technology Inc. manufactures a variety of scopes and has shipped internationally since its inception. Ms. Thomas is responsible for insuring that ITI is in compliance with both Commerce and State. She is working to implement a company-wide EMS.

Harvey Waite is vice president and compliance manager of Oceanair Inc. (www.oceanair.net) in Revere. Mr. Waite is a member of the National Cargo Security Council (NCSC), while being a licensed customhouse broker and holding current Hazmat certification while specializing in matters of export compliance.

Joseph Wyson is executive vice president of Oceanair Inc. (www.oceanair.net) in Revere. His primary responsibilities involve managing Oceanair's major international and domestic sales accounts. He is one of the three cofounders of Oceanair, which was established in 1983 and has grown to become one of New England's largest privately-owned transportation companies, with revenues of \$75 million and over 100 employees. Mr. Wyson is a graduate of Massachusetts Maritime Academy, holds a BS in Marine Transportation and is a licensed customs broker.

“There is no way for a company to have all the expertise in-house to be successful in every country. We needed help! The Massachusetts Export Center was there to provide this help, and they continue to do so today. We had specific needs in the area of export compliance and software licensing—two key areas that are high risk for a company doing business internationally. The Export Center provided us with the expertise and contacts to resolve our export and license problems. They take the mystery out of doing business worldwide and are a great resource.”

Coming This Fall



The Greater China Business Council of New England is a nonprofit organization dedicated to promoting the growth of business between organizations in Greater China and those in New England. The Council will achieve its objectives by sponsoring and providing platforms and venues for business introductions and referrals, meeting and networking opportunities, and the sharing of business intelligence.

Join leading businesses for the Fall 2005 launch of the Greater China Business Council of New England!

For further information, visit www.gcbcne.org.

Partners and Cosponsors



The **Massachusetts Export Center** (www.mass.gov/export), part of the Massachusetts Small Business Development Center Network, provides a number of targeted services to help Massachusetts companies to achieve success in global markets. The Export Center also serves as the first point of contact for Massachusetts companies to access all export services offered by the state's primary international trade service providers. Contact the Massachusetts Export Center for the following services: one-to-one export counseling and technical assistance; export workshops, training programs and conferences; overseas market research, statistics and publications; international marketing activities and assistance; and meetings with visiting international business delegations. Massachusetts companies can learn more about the Massachusetts Export Center by visiting our website or by calling (617) 973-8664.



The **Massachusetts Small Business Development Center Network** (www.msdbc.org), through the **Massachusetts Export Center**, offers small to medium sized Massachusetts companies counseling assistance on assessing export opportunities, market research analysis and educational programs through the *Partners for Trade* executive seminar series. Assistance includes counseling on the elements of an international business plan, assisting in the development of an international marketing strategy, providing market research reports and trade leads, publishing various export guides and organizing a variety of export training programs. International trade counseling services are available statewide with counselors housed in Boston, Holyoke, New Bedford and Worcester.



The **Massachusetts Office of International Trade & Investment (MOITI)** is a sister agency to the Massachusetts Export Center that carries out the following international economic activities: focused export promotion through international trade shows, reverse trade missions with a 50% buying component, and specific industry-focused trade missions; attracting foreign companies to invest to Massachusetts; and handling all foreign protocol which currently involves 30 sister state and development agency agreements with Massachusetts. MOITI has three foreign offices—Mexico City, Berlin and Shanghai—that engage in export promotion activities integrated with the services of the Massachusetts Export Center.



MASSDEVELOPMENT



The **Massachusetts Department of Business and Technology** helps grow and sustain the Massachusetts economy and ensures this is done with regional equity. The agency is responsible for attracting, retaining and growing businesses and spreading economic prosperity throughout the state.

MassDevelopment provides financial tools and real estate expertise to stimulate economic growth across the state of Massachusetts by providing real estate development and financial services through its four core lines of business: Real Estate Development, Investment Banking, Economic Development Lending and Community Development. The agency's lines of business are designed to support a project at any stage — from concept to development.

The **U.S. Export Assistance Center** offers a full range of federal export programs and services under one roof, including counseling, market research, trade contact facilitation, international trade promotion events, and trade finance through the Export Working Capital Loan Guarantee Program. The U.S. Export Assistance Center combines the export marketing resources of the **U.S. Department of Commerce** and the export finance resources of the U.S. Small Business Administration.

The **U.S. Small Business Administration** is dedicated to providing quality, customer-oriented, full-service programs and accurate, timely information to the entrepreneurial community. SBA offers a number of export information assistance programs such as counseling, marketing research, publications and workshops. SBA also offers financial assistance through the regular business loan and the Export Working Capital Program.



Special thanks to the New Bedford Area Chamber of Commerce and Worcester State College for hosting the Massachusetts Export Center's regional offices.



Registration Form

Please complete a separate registration form for each attendee, duplicating this form if necessary. Payment must accompany registration form. Sorry, we do not accept credit cards or purchase orders, nor do we invoice participants. *Please make checks payable to the University of Massachusetts.* Confirmations will not be sent, so please mark your calendar!

FALL 2005

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Which best describes your company? ☐ Manufacturing ☐ Service ☐ Retail ☐ Wholesale ☐ Distribution

Are you exporting? ☐ Yes ☐ No Are you importing? ☐ Yes ☐ No What % sales are international? %

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Cancellation/Refund Information: Cancellations received by noon the day prior to the seminar will be entitled to a refund. No refund will be given on notifications received after that time or in any no-show situation. The MSBDC reserves the right to cancel or reschedule a seminar due to insufficient enrollment. Registration fees will be returned or credited towards a future program. **Walk-Ins:** There will be a \$10 walk-in fee (in addition to the registration fee) for all attendees who have not registered by noon the day prior to the seminar. **Payment:** We accept company or personal checks. We do not accept credit cards or purchase orders, nor do we invoice participants. Payment is due in full prior to the seminar. We cannot guarantee your place in a class without full payment in advance. **Series Pricing:** To qualify for series pricing, all sessions must be paid prior to the first class; otherwise the higher individual prices prevail.

The MSBDC is partially funded by the U.S. Small Business Administration and the Massachusetts Department of Business and Technology under cooperative agreement 5-603001-Z-0022-25 through the University of Massachusetts Amherst. SBDCs are a program supported by the U.S. Small Business Administration and extended to the public on a nondiscriminatory basis. SBA cannot endorse any products, opinions or services of any external parties or activities. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact the Massachusetts Export Center: State Transportation Building, 10 Park Plaza, Suite 4510, Boston, MA 02116; telephone (617) 973-8664.

Mail registration and payment to the address below. ALL information in shaded box must appear on envelope!

Catherine Cornwell
MSBDC International Trade Program
227 Isenberg School of Management
University of Massachusetts
121 Presidents Drive
Amherst, MA 01003-9310

(413) 545-6309 • fax (413) 545-1273
cornwell@msbdc.umass.edu



The Massachusetts Small Business Development Center (MSBDC) Network provides free, high quality, one-to-one management and technical assistance counseling and educational programs at a reasonable cost to potential and existing small business entrepreneurs throughout the Commonwealth.

The MSBDC is a partnership of the U.S. Small Business Administration, the Massachusetts Department of Business and Technology and a consortium of higher educational institutions led by the University of Massachusetts Amherst, and including Boston College, Clark University, Salem State College, University of Massachusetts Boston and the University of Massachusetts Dartmouth.

State Office (413) 545-6301
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Counseling Centers

- **Boston College SBDC** (617) 552-4091
142 Beacon Street • Chestnut Hill, MA 02467
- **Clark University SBDC** (508) 793-7615
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Massachusetts Export Center, Southeastern Mass (New Bedford) (508) 999-1388
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Partners for Trade Seminars (Amherst) (413) 545-6309
- **Procurement Technical Assistance Center** (413) 545-6303
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- **Salem State College SBDC** (978) 542-6343
SSC Enterprise Center, 121 Loring Avenue, Suite 310 • Salem, MA 01970
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- **UMass Boston SBDC & Minority Business Center** (617) 287-7750
College of Management, 100 Morrissey Boulevard, M-5-403 • Boston, MA 02125-3393
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Scibelli Enterprise Center, 1 Federal Street • Springfield, MA 01105



Recognizing the need to make export services easily accessible to companies of all sizes, the **Massachusetts Export Center** serves as the state's complete resource for export assistance.

The Massachusetts Export Center offers a wide range of targeted, customized services to Massachusetts businesses at any stage in the export process. Whether you are a small business just thinking about exporting or an experienced exporter, the Massachusetts Export Center stands ready to help with services suited to your needs.

For further information, visit our website at www.mass.gov/export.



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